

Reasonable Adjustments

(Appendix B)

What is a Reasonable Adjustment?

- Under the Equality Act 2010 employers are required to make ‘reasonable adjustments’ so that a disabled person has the same opportunity to do a job as a non-disabled person.
- Barriers can include both attitudes, organisational and environmental factors.
- Managers must make reasonable adjustments to ensure workers with disabilities, hidden disabilities or challenges are not disadvantaged and have taken steps to remove, reduce or prevent obstacles the employee or job applicant faces.
- Factors such as the **cost and practicability** of making an adjustment and the resources available to the employer may be relevant in deciding what is reasonable.

Definition of Disability under the Act

- The general definition of disability for the purposes of the Act is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to-day activities.
- The Act defines long-term in this context as having lasted or being likely to last for at least 12 months or the rest of the person's life. Substantial is defined as more than minor or trivial.
- Occupational Health can help determine if a physical or mental impairment meets the definition of disability under the Act and can provide further advice in relation to managing an employees disability.

Examples of Reasonable Adjustments

- Making changes to the workplace
- Allowing a change to working arrangements
- Working from home
- Providing additional training or supervision
- Providing equipment, services or support
- Redistributing tasks to suit individual circumstances

Reasonable adjustments are specific to an individual person and they can cover any area of work.

Deciding what is reasonable

Unfortunately, there is not a clear checklist to follow when considering what might be reasonable.

The manager and employee should discuss reasonable adjustments to ensure that up to date, appropriate and practical reasonable adjustments are put in place.

There are a number of issues which should be considered:

- How effective the change will be in removing or reducing the disadvantage the disabled employee would otherwise experience?
- Is the adjustment practical; will it actually work?
- What are the financial costs and are they reasonable?
- Will it harm the health and safety of others?
- Are there any health and safety implications and can they be managed?

Managers can seek advice from HR / H&S when deciding if an adjustment is reasonable.

Process for Arranging Reasonable Adjustments

- The manager and employee should discuss what adjustments are needed within the workplace. Employees may be accompanied by a trade union representative at this meeting.
- This information discussed should be treated sensitively and confidentially.
- Once a reasonable adjustments is agreed, the manager is responsible for arranging the reasonable adjustment in a timely manner.
- If the adjustment is straightforward, there may not be a need to involve anyone else but further advice can be sought from HR or Health and Safety.
- A **reasonable adjustment passport** should be used to record what reasonable adjustments will be put in place.
- If it's not clear what adjustments you need, your manager can contact HR or H&S.
- HR or H&S can help with signposting to help you to get the right support.
- The H&S team can also provide support with carrying out a risk assessment of your role to help identify reasonable adjustments and control measures to help keep you safe.
- A specialist assessment may be needed to help identify what adjustments are needed.

Reasonable Adjustment Passport

- A **reasonable adjustment passport** is a record of adjustments agreed between an employee and their manager to provide support at work because of a health condition, impairment or disability.
- Completion of the reasonable adjustment passport by the employee is voluntary.
- It will initially be used to aid discussion on reasonable adjustments and to help determine what adjustments might be reasonable to implement.
- Once a reasonable adjustment has been fully considered and agreed by the manager, a final signed version of the passport should be held by the employee and their manager, with a copy retained on their HR record.
- The passport and any agreed reasonable adjustments should be reviewed six months after the adjustments have initially been put in place.
- Further reviews will be at the employees request, and/or when there is any change to an employees job that might create additional barriers.

Change of Line Manager or New Role

- Employees are asked to share the reasonable adjustment passport with a new line manager.
- This will ensure that the new line manager has awareness of the employee's required adjustments.
- It will also ensure that information relating to individual circumstances is available to the new manager without the need to repeat potentially difficult conversations or situations.
- This however does not take away the right to have that discussion, should this be the preferred option.
- If the employee is in a new role it may be necessary to review the agreed reasonable adjustments to determine if they are still adequate to remove any barriers in the new position.

HR, H&S and Occupational Health Support

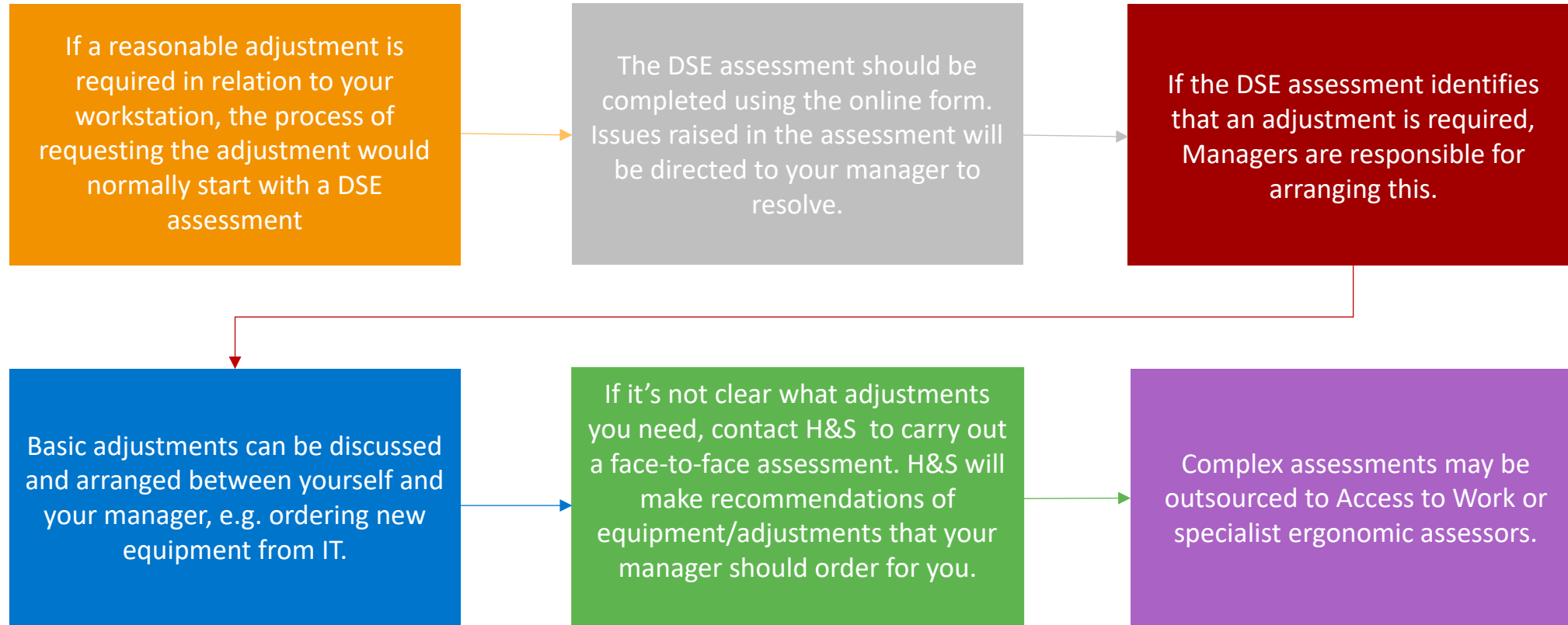
Managers in receipt of requests may wish to seek advice:

- Managers can contact the HR Team via HR@charnwood.gov.uk or Health and Safety via healthandsafety@charnwood.gov.uk.
- Advice can also be obtained from our independent Occupational Health Provider.
- This can inform a manager to identify possible adjustments that could be made to support an employee in the workplace.
- It is important to note that the dialogue between the employee and the manager is key, and all requests for reasonable adjustments will be fully considered by the employer.

Access to work

- Access to Work is a government scheme that can help people with a physical or mental health condition or disability to get or stay in work.
- Support can be provided where someone needs support or adaptations beyond reasonable adjustments.
- Someone might be eligible for:
 - a grant to help pay for practical support with work
 - advice about managing mental health at work
- Employees can get support with the extra costs of working because of their disability or long-term health condition. e.g. aid and equipment in the workplace, money towards travel costs etc.
- Shared costs: For organisations with more than 250 employees Access to Work will normally refund 80% of the approved costs between £1000 and £10,000.
- Employees can apply to [Access to Work](#) online or by phone on 08001217479.

Workstation Adjustments



What if your adjustment has been turned down?

If your manager has refused to make an adjustment which you feel was a reasonable request, the following options are available;

- Contact HR and or H&S.
- You could contact Access to Work who can support with funding of adjustments not covered by reasonable adjustments.
- Contact your Union representative.

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Contact details for HR

HR@charnwood.gov.uk